

SONY

3-800-079-21(1)

Microcassette™ Dictator

Operating Instructions

BM-575

BM-577

Sony Corporation © 1995 Printed in Japan

Owner's Record

The model number is located at the bottom and the serial number is located inside the tape holder. Record the model and serial numbers in the space provided below. Refer to these numbers whenever you call upon your Sony dealer regarding this product.

Model No. _____ Serial No. _____

WARNING

To prevent fire or shock hazard, do not expose the unit to rain or moisture.

You are cautioned that any changes or modifications not expressly approved in this manual could void your authority to operate this equipment.

Welcome!

Thank you for purchasing the Sony Microcassette™ Dictator. Some features are:

- Simple operation with a slide-type function lever.
- You can put electronic indexing marks on recording (BM-577 only).
- Three BATT lamps (including the DICT/BATT lamp) indicate the battery condition step by step (BM-577 only).
- VOR (Voice Operated Recording) system that starts and stops recording automatically in response to the sound, to save tapes and batteries.
- Three-digit tape counter for indexing the tape contents.
- FAST PB (fast playback) function that lets you listen to the tape with high speed.
- LOCK switch prevents the unit from accidental operation.
- 3-way powering system: batteries, AC house current and car battery.
- Tape-end alarm sounds at the end of the tape.

About This Manual

The instructions in this manual are for 2 models. The BM-577 is the model used for illustration purposes. Any differences in operation are clearly indicated in the text, for example, "BM-577 only."

Operation Flow Chart

Insert the batteries.



Insert a cassette.



Select the tape speed and microphone sensitivity.



Set the TAPE COUNTER to 000.

Make sure that the LOCK switch is set to the opposite direction of the arrow.

Set the VOR switch to ON, if necessary.

Start dictation with the built-in microphone.



Record the electronic index signal to provide easy access of transcription. (BM-577 only)

Use the FAST PB (fast playback) function to check the dictated material.

Stop dictating.



Eject the cassette.



Hand the cassette to your secretary or transcriber without rewinding the tape.

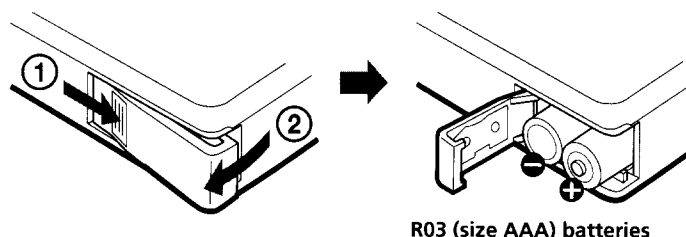
► Getting Started

Preparing a Power Source

Choose one of the following power sources

Dry Batteries

Make sure that nothing is connected to the DC IN 3V jack.



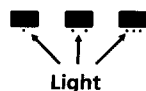
- 1 Open the battery compartment lid.
- 2 Insert two size AAA (R03) batteries.

When to replace the batteries

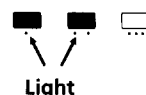
For BM-575:
Replace the batteries with new ones when the DICT/BATT lamp dims.

For BM-577:
Replace the batteries with new ones when the DICT/BATT lamp of the BATT lamps dims.

When batteries are new





When batteries have been used for a while



When batteries become weak



Notes on the DICT/BATT lamp

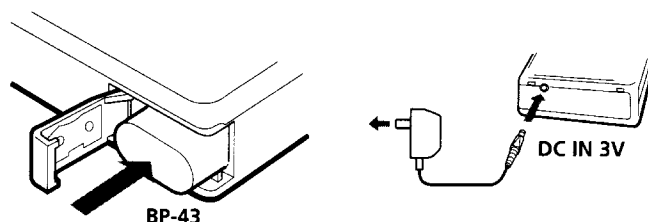
- BM-577 only: In some cases when the unit is used with rechargeable batteries, only the DICT/BATT () and BATT () lamps will light even though the batteries have been fully charged.
- After the batteries have been used for a while, the DICT/BATT lamp may flicker with the playback sound when you turn up the volume; however, this does not mean that you need to change the batteries.
- The unit will play back normally for a while even after the DICT/BATT lamp dims. However, replace the batteries as soon as you can. If you do not, subsequent recording will not be done correctly.

Notes on batteries

- Do not charge a dry battery.
- Do not use a new battery with an old one.
- Do not use different types of batteries.
- When you do not use the unit for a long time, remove the batteries to avoid any damage caused by battery leakage and subsequent corrosion.
- Dry batteries will not be expended when another power source is connected.

Rechargeable Battery

Charging the battery with the unit (BM-577 only)

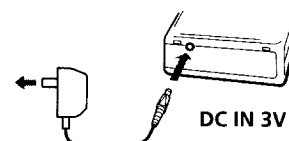


- 1 Insert the BP-43 rechargeable battery (not supplied) into the battery compartment with the nameplate side down.
- 2 Set the unit to stop mode, and connect the AC-E30HG AC power adaptor (not supplied) to the DC IN 3V jack and to the wall outlet.
- 3 Unplug the AC power adaptor from the unit and the wall outlet after about five hours.

Battery life

You can operate the unit for approx. 2 hours with a fully charged battery.

House Current



Use the AC-E30HG AC power adaptor (not supplied). Connect the adaptor to the DC IN 3V jack and to a wall outlet. Do not use any other AC power adaptor.

Polarity of the plug

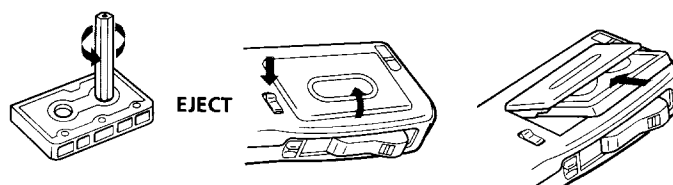


Car Battery

Use the DCC-E130L car battery cord (not supplied).

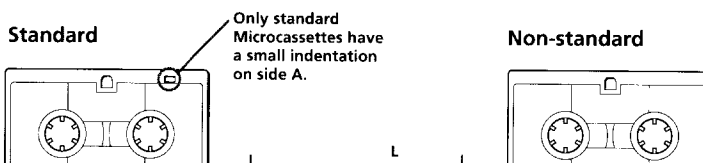
Inserting a Cassette

Before inserting the cassette, take up any slack in the tape with a thick pencil.



Use only standard Microcassettes with this unit.

Non-standard microcassettes cannot be used because their "L" dimension (see illustration) is different.



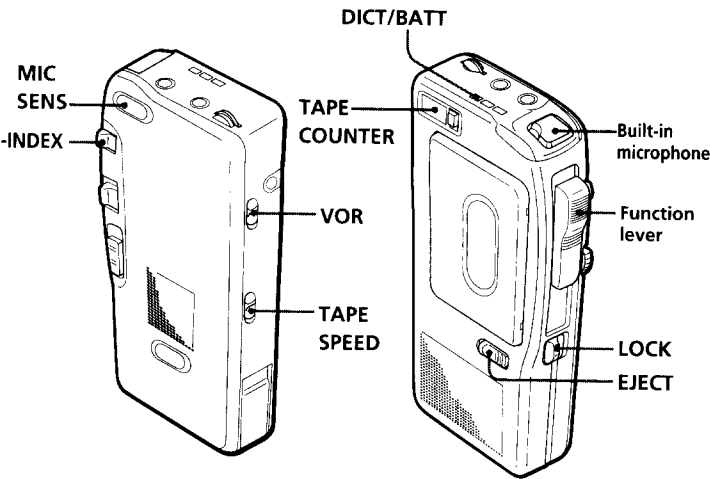
► **Operating the Unit**

Dictating with the Built-in Microphone

You can start and stop dictating simply by sliding the function lever.

Before operating, make sure the following points.

- The LOCK switch is set to the opposite direction of the arrow.
- Nothing is connected to the MIC (microphone) jack.
- Set the VOR (Voice Operated Recording) switch to ON, if necessary.



- 1 Slide the EJECT lever to open the cassette compartment lid.
- 2 Insert a cassette with the side to start dictating facing the lid.
- 3 Set the TAPE SPEED selector to the desired tape speed.

Recording time*	Set to
60 minutes	2.4 cm**
120 minutes	1.2 cm

* Using both sides of the MC-60BM Microcassette.
** For optimum sound (recommended for normal use), set to 2.4 cm.

- 4 Set the MIC SENS (microphone sensitivity) selector to the desired position.

Use for	Set to
Normal use	DICT (dictation)
Recording a conference or telephone conversation	CONF (conference)

- 5 Slide up the function lever to DICT (dictation).
- 6 Speak into the microphone.
The DICT/BATT lamp flashes depending on the strength of the sound during recording.
- 7 To stop dictating, slide down the function lever to STOP.
To eject a cassette, slide the EJECT lever.

To economize the tapes and batteries

Set the VOR switch to ON. The tape moves only when sound is picked up, and stops automatically when sound is no longer detected (The DICT/BATT indicator goes out.), thus the minimum amount of tape is used.

To index the tape contents

Set the TAPE COUNTER to 000 by pushing the reset button before dictating.

To monitor the recording

Connect an earphone to the EAR (earphone) jack.

To listen to the just-recorded contents while dictating

Slide down the function lever to B. SPACE (back space), and release it at the desired point.

When a beep sounds and the DICT/BATT lamp goes out

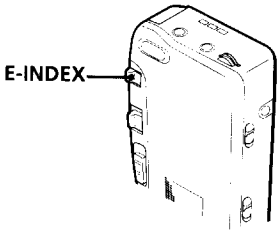
The tape reaches the end. Slide the function lever to STOP.

Putting Marks during Recording for Easy Access (BM-577 only)

Press E-INDEX lightly when you have special instructions for your secretary about the material or mark the end of the letter. An electronic index signal will be recorded on the tape. This signal is the same as the LTR signal of the Sony transcriber. When your secretary uses the Sony transcriber equipped with auto-stop function, the tape automatically stops at each index signal when it is rewound or rapidly advanced. Your secretary will be able to search a necessary dictation easily.

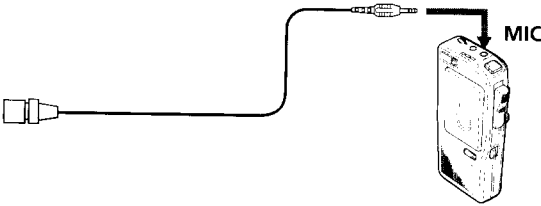
Note

The cue-maker function of some Sony microcassette-corder may not operate on the electronic indexing mark recorded with the BM-577, because the cue-maker function and the electronic indexing function have no effect each other.

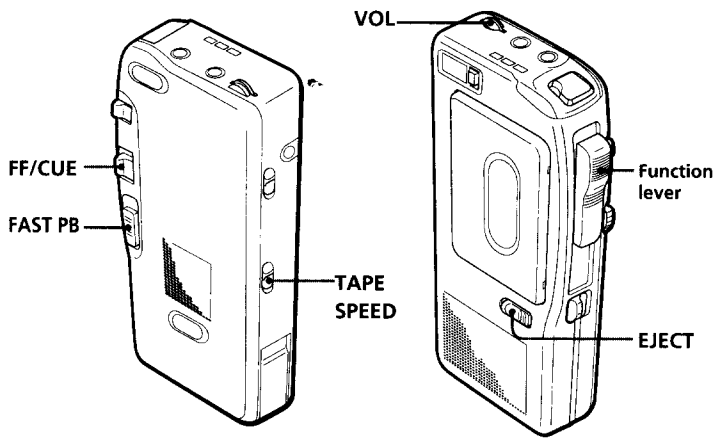


Dictating with an External Microphone or with Telephone Recording Adaptor

Connect the microphone to the MIC jack. When connecting the electret condenser microphone with "plug-in power" system, the power of the microphone is supplied from this unit. For telephone recording, connect the TL-4 telephone recording adaptor (not supplied) to the MIC jack. For details, refer to the TL-4 instruction manual.



Listening to the Dictation



Make sure that the LOCK switch is set to the opposite direction of the arrow.

- 1 Slide the EJECT lever to open the cassette compartment lid.
- 2 Insert a cassette with the side to start listening facing the lid.
- 3 Set the TAPE SPEED selector to the same position as that in recording.
- 4 Slide down the function lever to LISTEN.
- 5 Adjust VOL (volume).
- 6 To stop playback, slide up the function lever to STOP.

To listen to the tape at a faster speed than normal

Slide up the FAST PB (fast playback) switch while listening to the tape.

To rewind the tape

Slide down the function lever at the B. SPACE (back space) and release it at the desired point.

To rapidly advance the tape

Slide the FF/CUE lever in the direction of the arrow, with the function lever set to STOP. To stop the tape, release the FF/CUE lever.

To skip over unnecessary portions

During playback, slide the FF/CUE lever in the direction of the arrow. When you release the lever, the unit will automatically return to the playback mode.

For private listening

Connect the earphone to the EAR jack and the sound does not come out through the speaker.

Tips for Efficient Dictation

Before you start dictation

- Organize your thoughts.
- Make notes or an outline of what you want to dictate.

When you dictate

- Identify yourself. (Name, department, phone number)
- Indicate type of dictation. (Memo, letter, etc.)
- Give transcribing instructions. (Type of stationery, number of copies and who they are for, envelopes, etc.)
- Specify distribution. (Names, address, etc.)

During dictation

- Relax and speak clearly at a normal speed.
- Short sentences are best.
- Include punctuation.
- Spell difficult or unusual words.
- Correct your mistakes. (Review and redictate.)
- At the end of each document, record and electronic index signal (BM-577 only).

When carrying the unit in a bag or briefcase

Set the LOCK switch to the direction of the arrow to prevent accidental starting of the unit.

► Additional Information

Precautions

On power

- Operate the unit only on 3V DC.
For battery operation, use two size AAA (R03) batteries or BP-43 Sony rechargeable battery.
- For AC operation, use the AC power adaptor recommended for the unit. Do not use any other type.
- The nameplate indicating operating voltage, etc., is located on the rear exterior.

On location

- Do not leave the unit in a location near heat sources, or in a place subject to direct sunlight, excessive dust or mechanical shock.
- Keep personal credit cards using magnetic coding or spring-wound watches etc. away from the unit to prevent possible damage from the magnet used for the speaker.

On operation

- Should any solid object or liquid fall into the unit, remove the batteries or disconnect the AC power adaptor, and have the unit checked by qualified personnel before operating it any further.
- Use only the **MICROCASSETTE**™ with this unit.
- Two tape speeds can be selected for recording with the TAPE SPEED selector: 2.4 cm/sec. ($1\frac{1}{16}$ ips) or 1.2 cm/sec ($\frac{1}{32}$ ips). Match the playback speed to the recording speed. Select the 2.4 cm/sec tape speed for recording, if you play back the recorded tape with another unit. Otherwise, the sound quality may be changed.

For the customers in the USA

RECYCLING NICKEL-CADMIUM BATTERIES

NICKEL-CADMIUM BATTERY. MUST BE DISPOSED OF PROPERLY.



Ni-Cd

Nickel-Cadmium batteries are recyclable. You can help preserve our environment by returning your unwanted batteries to your nearest Sony Service Center for collection, recycling or proper disposal.

Note: In some areas the disposal of nickel-cadmium batteries in household or business trash may be prohibited.

For the Sony Service Center nearest you call 1-800-222-SONY
(United States only)

Caution: Do not handle damaged or leaking nickel-cadmium batteries.

Troubleshooting

Should any problem persist after you have made these checks, consult your nearest Sony dealer.

The unit does not operate.

- The LOCK switch is set to the direction of the arrow.

Cassette cannot be inserted.

- You attempt to insert the cassette improperly.

The tape does not move.

- The tape reaches its end. (Soon, a beep will sound.)
- The function lever is set to STOP.
- Battery polarity is incorrect.
- Battery operation is attempted while the AC power adaptor or the car battery cord is still connected to the DC IN 3V jack.
- The AC power adaptor or car battery cord is not firmly connected.
- The VOR switch is set to ON in recording.

No sound comes from the speaker

- VOL is turned down completely.
- The earphone is connected to the EAR jack.

Tape speed is excessively fast or too slow during playback mode.

- The TAPE SPEED selector is not set correctly.
- The FAST PB switch is set to the upper position. (In fast playback mode, tape runs faster than normal.)

Recording cannot be made or is unsatisfactory.

- Connection is made incorrectly.
- The batteries are weak.
- The record/playback head is contaminated. See "Maintenance."
- VOR or MIC SENS has been set to the improper position when VOR function works.

Sound drop-outs, loss of high frequency sounds, or excessive noise.

- The heads are dirty.

Recording cannot be erased completely.

- The erase head is contaminated.

A beep is heard when you try to slide up the function lever to DICT or LISTEN. (BM-577 only)

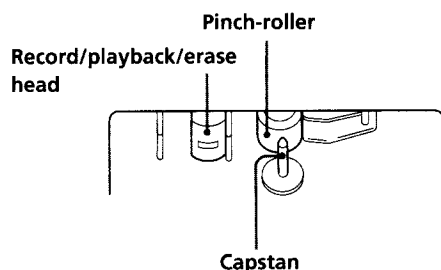
- No cassette is in the cassette compartment.

If you have any questions or problems concerning your unit, please consult your nearest Sony dealer.

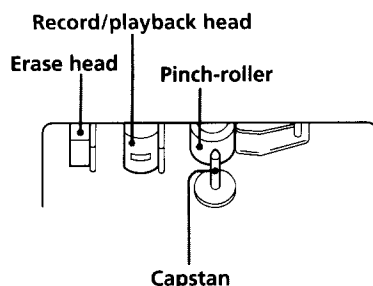
Maintenance

To clean the tape heads and path

BM-575



BM-577



Wipe the heads, pinch roller and the capstan with a cotton swab moistened with alcohol every 10 hours of use.

To clean the exterior

Use soft cloth slightly moistened in water. Do not use alcohol, benzene or thinner.

Specifications

Tape

MICROCASSETTE[™] (normal position type)

Recording system

BM-577: 4-track 2-channel monaural

BM-575: 2-track 1-channel monaural

Speaker

Approx. 2.8 cm (1 1/8 in.) dia.

Tape speed

2.4 cm/s (1 5/16 ips), 1.2 cm/s (1 1/2 ips)

Frequency response

BM-577: 250 to 4,000 Hz (at 2.4 cm/s)

BM-575: 300 to 3,500 Hz (at 2.4 cm/s)

Input

Microphone jack (minijack) sensitivity 0.2 mV for low impedance microphone

Output

Earphone jack (minijack) for 8 - 300 ohms earphone

Power output

150 mW (at 10 % harmonic distortion)

Battery life

Continuous recording hours with the built-in microphone:

Approx. 9 hours (average) with alkaline batteries.

Approx. 2 hours with a rechargeable battery after charged for 5 hours.

Power requirements

3V DC

- Two size AAA (R03) batteries (not supplied)

- Sony BP-43 rechargeable battery pack (not supplied)

DC IN 3 V jack accepts:

- Sony AC-E30HG AC power adaptor (not supplied) for use on 120 V AC, 60 Hz

- Sony DCC-E130L car battery cord (not supplied) for use on 12 V car battery.

Dimensions (w/h/d) (incl. projecting parts and controls)

Approx. 60 × 122 × 23.4 mm (w/h/d)

(2 3/8 × 4 7/8 × 1 5/16 in.)

Mass

Approx. 155 g (5.5 oz.)

Approx. 185 g (6.5 oz.) (incl. batteries and cassette)

Supplied accessory

Carrying case (1) (BM-577 only)

Design and specifications are subject to change without notice.

Optional accessories

AC power adaptor AC-E30HG

Car battery cord DCC-E130L

Electret condenser microphone ECM-155, ECM-144

Message coupler TL-2

Telephone pickup TP-15

Telephone recording adaptor TL-4

Rechargeable battery pack BP-43

Cassette eraser BE-9H

Earphone ME-L82

Microcassette MC-60BM, MC-30BM

Your dealer may not handle some of the above listed optional accessories. Please ask the dealer for detailed information about the optional accessories available in your country.